

Space Family Education, Inc.
Board of Director's Open Meeting

January 20, 2004

Safety Report

Director & Vice President (Kristy Hirning & Erica Vandersand)

Ms. Vandersand said that we've started tracking and reporting statistics of safety related incidents at the Childcare Center. The numbers provided by the Director for this month included; 1 carpet burn, 9 bumps, 12 scratches, 11 bites, and 4 bit lips.

Ms. Graham asked whether the Childcare Center tracks these safety incident data before, and whether or not NAEYC accreditation requires that we track and report these data? Ms. Gomez replied that it's not a NAEYC accreditation requirement, and the Center hasn't tracked these before. The accidents and illness reports were just filed away, but now we will track them, report them, and look for trend.

A question was asked whether the data is also broken down to incidents per class. The reply was Yes.

Ms. Vandersand continued that new safety related responsibilities would be added to the Vice President role; such as reviewing and looking for trend; reporting; and performing quarterly safety walk-through. Mr. Nguyen reminded everyone that the By-Laws would need to be amended to incorporate these changes to the VP roles and responsibilities.

Ms. Hirning said that the Childcare Center is expecting an inspection from OSHA on February 10th. She is having meeting with NASA safety folks. She will meet with the SFEI staffs on February 9th. Ms. Hirning said that she's also working on updating and completing the Staff Handbook for the inspection.

Ms. Hirning reported that the new playground rules are in place. She also purchased bicycle helmets for playground. Ms. Hirning said that she is working on plans and procedures to address concerns about head lice, and storage of helmets to avoid bugs and spiders. She said that 2 to 3 helmets would be assigned and stored in each room. She is concerned that we don't have enough helmets, and perhaps more could be purchased, donated by parents, or brought in for the child.

Ms. Gomez summarized recent actions taken by the Childcare Center to address safety concerns. Ms. Gomez reminded everyone that the playground was closed on December 17th, the Board met with NASA safety representative on December 20 to determine forward plan to address safe concerns, the Center completed a successful safety walk-through by NASA on December 22 and the playground was reopened. Ms. Gomez reported that Mr. Nguyen gave a safety awareness presentation on medical emergencies to the staffs yesterday. Ms. Gomez said that she's working on the accident investigation report on the 2 recent safety/injury incidents and review of the last 6 months of safety incidents and Close Calls.

Ms. Gomez said that the Board received an offer from Pam McClean (SFEI member) to give Playground Safety Training to the staffs. Ms. McClean is a Special Education Program Consultant at Dear Park ISD. Ms. Gomez also reported that the Director is monitoring and surveying teacher/child ratio on playground to determine staffing needs. It will continue for several more weeks, and the Director will provide a report and recommendation on the findings.

Director Report

Staffing

Resignations:

No report

New Hires:

No report

Other:

No report

Operations

Facility:

Ms. Hirning said that the old building is gone, and that NASA would put in new grass and fence. The fence would have two 5-foot gates for us. The old annex still needs to be removed by NASA.

Ms. Hirning reported that she has no new news on summer camp, and time is running short for summer camp registration, usually March 1st.

Ms. Hiring reported that the Holiday camp went well. She was told that the Gilruth plans to demolish the old gym too. Ms. Lewis said that Ms. Conder from the Exchange might be able to help or accommodate us in some way. Ms. Hirning said that she has a contact number.

Ms. Hunt (NASA liaison) asked whether Ms. Hirning provided NASA with her requirements for summer camp. Ms. Hirning said that she would do that. Ms. Lewis asked whether SFEI and NASA reexamined the Space Center Intermediate school option for summer camp. Ms. Gomez said that that option has many difficulties and we don't have any decision on it for now.

Special Events:

Ms. Hirning said that parent-teacher conferences are going on right now.

Ms. Hirning is planning for Mardi Gras, no details yet.

Other:

No report

Committees Report

Education Curriculum

No report

Playground

Mr. Nguyen reported that bicycle handle bar grips were bought and replaced as cited by NASA safety representative from the safety walk-through. Also bicycles with broken training wheels were also fixed/replaced.

Newsletter and Webpage

Ms. Hirning said that the newsletter editor is ready for another release. Ms. Hirning will collect inputs from the teachers in the next couple of weeks.

Room-1

No report

Room-2

No report

Room-3

No report

Room-4

A question was asked about the number of available helmet. Ms. Hirning said that she bought 16. The parent wanted to register concern that not enough helmets are available to meet the new helmet rule, and perhaps it should be advertised if parents need to donate or bring their own.

One parent commented that if parents are asked to buy or bring their own helmet, shouldn't there be some required brand or standard? Mr. Nguyen asked for confirmation whether the helmet rule is in place. The answer was yes, and Mr. Sullinger confirmed that NASA bicycle helmet rule should apply. Mr. Dunham pointed out that the helmet rule should apply to all play vehicles on the playground. Ms. Graham added that adequate quality and condition should be required of helmets brought in or donated by the parents.

Room-5

Parent reported that a stomach virus infection is going around in Room 5, and about half of the children in the room are out sick.

Room-6

No report

Room-7

A mother in the room wanted to thank Mrs. Miranda Scroggins for talking to the class about China. Mrs. Scroggins brought show and tell items including wearing a Chinese dress. The mother also wanted to thanks Ms. In-Ae.

Room-8

No report

Room-9

No report

Board Members Report**Policies and Procedures** (Jennifer Lewis)

Ms. Lewis reported that she is updating the Parents Handbook, mostly with new information on SFEI management, operation, safety process, NASA interface, etc... Ms. Lewis said that the changes include NASA safety representative involvement, new procedure to address head injury, addition to playground safety rules. Ms. Lewis said that she would release the updates for the Board to review.

Ms. Lewis reported that next year Kindergarten is full with 20 children registered, and glad that we did not have to turn anyone away. She also added that Room 2 opening is filled, and she is filling one opening in Room 5.

Ms. Graham questioned having 20 children in Kindergarten next year. She stated that last year with 19 children in the room it was “bad”. Ms. Graham gave examples such as time lining up for bathroom, etc... Ms. Lewis reminded everyone that this policy was discussed and voted on before and the room could accommodate 20 children. Ms. Lewis said that the Board would monitor the situation next year, but does not believe that we can change the policy for this coming year. Ms. Graham requested for a revote on Kindergarten room capacity. Ms. Lewis reiterated that we cannot change the policy for this coming year, and decision would have to be made in time before the following school year.

Treasurer (Absent)

No report

Secretary (Louis Nguyen)

No report

Vice President (Erica Vandersand)

No report

President (Susan Gomez)

Ms. Gomez confirmed that the employee retirement account is not linked to any of our banking accounts. She said that she is looking consolidating our bank accounts. Ms. Gomez wanted to shop for other options and to determine if the Sterling Bank is the right place to stay with. Ms. Gomez said that she spoke with Chase Bank, and they offered the usual; 401K plans, etc..., and offered to meet with employees to discuss plans and options. Ms. Gomez said that she would like to talk to a few more banks.

SFEI Members Report

Walk-ons

SMO review of SFEI safety process – D. Graham

Ms. Graham handed out a list of questions and issues/concerns to be discussed. As Ms. Graham read her questions and notes, various Board Members provided replies and followed up question for clarifications.

The following is a reproduction of the handout:

1. *What is the status of the current safety investigation?*
 - a. *Who is on the team?*
 - b. *What are the goals of the investigation?*
 - c. *Was the National Association for Education of Young Children (NAEYC) notified that we violated the ratio issue? Was the state?*
 - d. *N-----'s Accident.*
 - i. *Jamie changed her story twice. How will that be documented?*
 - ii. *V----- is no longer required to sign the accident form. What prompted this change in process?*
2. *SMO Review of Center's safety process.*
 - a. *Daycare processes are not written down. System Management Office (SMO) would help Susan to ensure the process is correctly documented.*
 - b. *Board does not know what processes are, and the entire board is not always aware of serious incidents (H-----'s close call).*
 - c. *We need to ensure SFEI procedures dovetail with the Center's safety procedures. Use of close call system, Equal Opportunity Office, JSC Clinic. The Daycare is part of the Center.*
 - d. *NAEYC re-accreditation coming up next year. Voluntary Protection Program (VPP) recertification in a few months. SMO review could only help.*
 - e. *Need independent look. SMO did the same thing with the Emergency Operation Center and found numerous "broke". A successful evaluation requires an independent review (Lee's experience).*
3. *Have asked a reading from Stacey Nakamura about whether or not the Center Director's memo regarding safety includes the children at the daycare.*
4. *Is notification going to be given to parents that they can use the JSC Safety System?*
5. *Other Issues:*
 - a. *Ms. Trish is back at the Center, issues last year about her behavior and an assurance by Kristy that she would not be asked to return.*
 - b. *No agenda or reminder was sent out regarding this meeting. The parents should be told that we are discussing children's safety in this meeting. We need involvement and turnout.*
 - c. *How often does it usually take to get the SFEI Board Minutes out? When will we see the December minutes? (This was a contentious and important meeting. We should be able to see these minutes before this board meeting.)*
 - d. *Venue for meeting discourages large attendance.*
 - e. *Helmet issue*

Ms. Gomez answered (Q. 1a & 1b) saying that the safety/accident investigation team consisted of the Board Members, the Director and NASA safety representative, Mr. Tom Sullinger. Ms. Gomez read the purpose for the investigation from the unfinished report, "... the purpose of the accident investigation is to determine the cause of the accident, identify applicable policies/procedures relating to the accident and determine if policies/procedures were followed, determine if negligence by SFEI staff member occurred, and to determine if policies/procedures need to be updated or other corrective action performed to prevent future occurrences of the accident."

(Q. 1c) Ms. Graham clarified that the teacher/child ratio at the time of the incident violated SFEI ratio policy. Ms. Gomez and Ms. Hirning said that from the investigation, the record showed that the teacher/child ratio on the playground that day was better than the required ratio of 1:8, and that no violation took place. Ms. Hirning also added that ratio violations are not voluntarily reported to NAEYC, or to the State.

(Q. 1d) With respect to the teacher's recount of what happened during the accident, Ms. Gomez said that it would be documented in a letter signed by the teacher. The Board also clarified that the parent's signature on the accident form is to acknowledge receipt, and not necessary to acknowledge concurrence. This was not a change in process.

(Q. 2) Ms. Graham asked how we would ensure that our (safety) policies are compliance with NASA's. Ms. Graham said that SFEI could initiate an ISO process to get an independent review. Ms. Graham said that her husband, Lee Graham, has experience with the SMO office when they reviewed NASA Emergency Operation Center, and that she could "make it happen". Mr. Nguyen mentioned that the SFEI works through NASA assigned liaison, Ms. Candace Hunt. Ms. Hunt stated that she could put the Board in contact with the right people to get our safety process reviewed. Mr. Sullinger clarified that for most isolated safety incidents each center/facility has to perform their own safety investigation, and that NASA does not necessary or automatically provides an independent investigation.

Ms. Graham mentioned the role of the SMO, and Ms. Hunt acknowledged that she recognizes the office and that it is one of the choices that NASA could ask to help us. Ms. Graham expressed dissatisfaction with the lack of response from the Board/SFEI to her safety concerns, and asked how soon the Board could response to her, perhaps within two weeks. Ms. Graham reiterated that the SFEI safety process needs to be compliant with NASA, and that the SMO could ensure that we do what we said we're doing in our process. The Board agreed that the SFEI safety process should be reviewed. Ms. Gomez took the action to coordinate a response to these issues and suggestions Ms. Graham brought up about safety at the Childcare Center.

(Q. 3) Ms. Graham produced a letter from NASA/Mr. Stacey Nakamura regarding JSC Center Director's take on safety at the Childcare Center. The letter was provided to Mr. Sullinger. Mr. Sullinger said that he would ask for demarcations from Mr. Nakamura or higher up to establish clear direction from NASA regarding this mater.

(Q. 4) Ms. Gomez said that parents are encouraged to use the JSC Safety System for anything they see fit in that process, and hoped that JSC employees and contractors are fully trained in NASA safety process.

(Q. 5a) Ms. Graham expressed concern to the Director about Ms. Trish returning to the Childcare Center. According to Ms. Hirning, Ms. Trish resigned last year to pursue her education degree, and Ms. Hirning did not believe, at the time, that she would be back. However, Ms. Trish changed her plans and asked to be back as a substitute. Ms. Graham said that she has issues with Ms. Trish. The Board agreed to log Ms. Graham concern in Ms. Trish's file.

(Q. 5b & 5c) Ms. Graham complained that the Board did not post or advertised the meeting agenda before the meeting, and that last month BOD meeting minutes was not available for this meeting. Mr. Nguyen acknowledged the fact the he's usually late in completing the minutes, and that the December's minutes was just put out on the website this morning. Mr. Nguyen took the action to provide future meeting minutes in timely manners.

(Q. 5d) Ms. Graham also expressed concerned that the venue for the BOD meeting is too small to hold a larger crowd. Ms. Shelley said that the number of parents/members participating in the Board meeting is generally small, and so far the Director's office seemed to be adequate. Ms. Graham said that had the BOD meeting and agenda been posted and advertised, maybe more parents would participate. The Board agreed, and that Mr. Nguyen should post the meeting agenda with reminder to parents about the monthly BOD, and the Board could request larger meeting room in the future.

One parent voiced concern about all the new negative issues/concerns raised by parents with the Childcare Center, such as parent's issues with Ms. Nancy having a candy jar. He commented that he believes that the Childcare Center is providing quality services for the children and parents and should be recognized.

Another parent expressed her observation of the meeting and understanding of the negative postures. She pointed out that with a little bit more positive receptions of parents concerns and inputs by the Board and Director, maybe more positive responses would be generated.

Old Business

None

New Business

None

Attendance:

Louis Nguyen
Susan Gomez
Erica Vandersand
Jennifer Lewis
Kristy Hirning
Matt Geraghty
Shelley Schroeder
Deborah Graham
Valerie Thompson-Fowler
Candy Hunt (NASA Liaison)

Tom Sullinger (NASA Safety Representative)
Jeff Bartlett
Scott Dunham
Melanie Saunders

The next meeting will be February 17, 2005
Room 122 JSC Child Care Center - 11:30 AM - 1:00 PM